



## TOWN OF GROTON

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## Board of Selectmen

John G. Petropoulos, *Chairman*  
Anna Eliot, *Vice-Chairman*  
Stuart M. Schulman, *Clerk*  
Peter S. Cunningham, *Member*  
Joshua A. Degen, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Board of Selectmen*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Report*

**Date:** *November 2, 2015*

1. Scheduled on Monday's Agenda are three items. First, the Board of Selectmen needs to provide the Town Manager with direction relative to the FY 2017 Proposed Operating Budget. This is the follow-up meeting to your October 13<sup>th</sup> with the Finance Committee. I have enclosed in your packet, the updated Financial Report now that Town Meeting has concluded. Members of the Finance Committee will be present at the meeting. Second, as discussed at a previous meeting, we have invited the Conservation Commission to the meeting to discuss the concept of developing a Land Acquisition Plan. Third, we have invited the Board of Assessors to Monday's meeting to review a study of town valuations developed by Selectman Petropoulos, Rena Swezey and me. This study was conducted in response to some concern that valuations in the Lost Lake Area of Town are higher in relation to other areas of Town.
2. As the Board will recall, we recently promoted Warren Shattuck to Highway Mechanic creating an opening for a Truck Driver/Laborer. After advertising the position, Tom Delaney is recommending that I appoint Brian Callahan of Shirley to the vacancy. Mr. Callahan currently works for the Shirley DPW and Fire Department and comes highly recommended. I have made this appointment and pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board ratify this appointment at Monday's meeting.
3. The Trails Committee has requested that I appoint Paul Barstow to the Committee. I have made this appointment. I would respectfully request that the Board ratify this appointment at Monday's meeting.
4. Due to the retirement of Harold Burnett as a Van Driver for the Council on Aging, we have conducted a search to fill the vacancy. Kathy Shelp has recommended that I appoint Marcel Falardeau of Townsend as Van Driver. Mr. Falardeau is retired from the Department of Defense as an Army Nurse and Helicopter Mechanic/Airplane Mechanic. I have made this appointment. Pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board ratify this appointment at Monday's meeting.
5. Due to the strong interest of residents wanting to serve on the Invasive Species Committee, they have requested the Board increase the size of the Committee to nine members. Should the Board agree to this request, they are requesting that you appoint Adam Burnett, Lee Davy, and Holly Estes to the Committee. I would respectfully request that the Board take this action at Monday's meeting.

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6. As you know, the Wrights have sold the Main Street Café to Coleman Food Services. Coleman Food Services will be opening a Bistro known as Roots Café and Bistro. They have requested that the Board grant them both a Common Victualler License and Entertainment License. I would respectfully request that the Board vote to issue these licenses at Monday's meeting.
7. Human Resources Director Melisa Doig, working in conjunction with our Insurance Carrier and Town Counsel, has developed policy that addresses employees faced with Domestic Violence issues. Enclosed with this report is the proposed policy. It has been reviewed and approved by the Personnel Board. I would respectfully request that the Board vote to approve this policy at Monday's meeting.
8. The Board had requested that the Personnel Board review and make any recommendations to the Town Manager's Review Policy. They have reviewed the policy and have made several recommended changes. Enclosed with this report is a red-lined copy of the Policy outlining the proposed changes. The Personnel Board will be in attendance at Monday's meeting to answer any questions the Board may have relative to these recommendations. I would ask the Board to consider adopting this amended Policy at Monday's meeting.
9. The Personnel Board and I have been discussing the potential of entering into Employment Agreements with the three Bylaw employees. As you know, these are the only remaining employees not covered by either a Contract or Collective Bargaining Agreement. The Personnel Board raised this issue at one of their meetings over the summer. I met with them and discussed this with Town Counsel and the employees to find out what we could do to address this concern. Enclosed with this report are proposed Agreements with the Town Manager's Executive Assistant, Human Resources Director and IT Director drafted by Town Counsel and reviewed and approved by the Personnel Board. Basically, the agreements are nothing more than clarifying benefits they already have. The one issue that the Personnel Board raised and I agreed with wholeheartedly was protection against unwarranted dismissal. Basically, the only new issue added was language that provides for "for cause" termination of employment. This is something all other employees (except the Town Manager) have. The Personnel Board unanimously recommends that we enter into these agreements with the bylaw employees. I would ask if the Board has any objections before I enter into these Agreements. We can discuss this in more detail with the Personnel Board at Monday's meeting.
10. Enclosed with this report is the Fiscal Year 2016 First Quarter Financial Report Summary for the Board's review. Both the Town Accountant and members of the Finance Committee will be present at the meeting to assist in this review.
11. The Economic Development Committee has requested that Jason Parent be appointed to fill a vacancy on that Committee. I would respectfully request that the Board make this appointment at Monday's meeting.

MWH/rjb

Enclosures